



OFFICE USE ONLY

Gbg Service Code _____
Recycling Code _____
Vac. Credit this Cal. Yr.? _____
Mailing Address Updated? _____
AW Request Date _____
Service Req for \$30 S/O? _____
Is Acct current? _____

Class Code _____
Acct/Rates Updated _____

UTILITY VACANCY/VACATION APPLICATION

ALL APPLICATIONS MUST BE FILED FORTY-EIGHT (48) HOURS IN ADVANCE

No vacancy credit shall be granted for an account that is delinquent or becomes delinquent.

VACANCY/VACATION CREDIT

Residential and commercial accounts shall be eligible for temporary suspension of water (if water is off), sewer (if water is off), garbage and recycling charges for any one absence of 30 days (minimum) to 90 days (maximum). **Storm charges are not eligible for vacancy credit.** Credits are only available once in any consecutive 12 month period.

Please complete the following information:

Name: _____ Account # _____
Service Address _____
Mailing Address _____
Telephone # _____ Daytime # _____
Inclusive Dates _____
of Vacancy _____
Beginning Date (no backdate) _____ Ending Date (90 day max.)
(Irrigation & Seniors 180 day max)

If water is left ON, minimum charges will apply for water and sewer.

If water is turned OFF, a *\$30 fee will be charged*. Minimum charges will NOT apply with the exception of storm water. *If you request the water to be turned on after business hours or on a holiday weekend, you are subject to pay an additional fee of \$100.*

I WISH TO HAVE MY WATER: ☐ TURNED OFF ☐ LEFT ON

NOTE: City Ordinance #1119 states you must call within seven days of your return or charges will be imposed for services without regard to vacancy period. Your services will be reinstated after 90 days and charges will begin. There is no charge for turning water back on during regular business hours, if applicable. Persons filing vacancy credit applications found to be false shall be ineligible to receive future vacancy credits as well as required to pay any other penalties.

Owner Signature

Date

Rev 1/8/13

**THE ADVENTURE
STARTS HERE!**

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